

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	<b>1. 3. 21</b>
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE:</b> 3 / 18 / 20
<b>SUBJECT:</b>	21	<b>Staff Use of Compensatory Time</b>	
<b>STANDARDS: ACA – 4 – ALDF:</b> <i>None</i>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 2 / 23 / 21
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 3 / 23 / 21
Rescind: 1.3.21: dated 3/31/20 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to grant staff requests to use earned compensatory time without undue impediment.

**II. PURPOSE**

To ensure fair treatment of employees and compliance with City of St. Louis pay regulation ordinance establishing employees’ pay and compensatory leave times.

**III. RESPONSIBILITIES**

All Division of Corrections staff are responsible for adhering to the following procedures.

**IV. DEFINITIONS**

**Compensatory Time (CT):** Compensatory time is time off granted in lieu of overtime pay for authorized overtime worked as defined in the City of St. Louis Pay Regulation Ordinance; and time granted as a result of an incentive program or bonus award program. Compensatory Time may also be earned in the following manner:

- The employee works on an official City holiday,
- An official holiday falls on the employee’s regular off days, or
- Employees are given compensatory time under bonus award program.

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**Extreme Business Hardship:** The term “extreme business hardship” shall mean dangers to the safety and security of the facility and its occupants. Only the Commissioner determines “extreme business hardship.”

**Mandatory Contingency:** The established number of employees needed to efficiently manage an eight (8) or ten (10) hour work Shift.

**Non-exempt Employees:** Employees who, based on duties performed and manner of compensation, shall be subject to all Federal Labor Standards Acts provisions. Non-exempt titles are identified in the City’s pay plan.

**V. GENERAL INFORMATION**

1. Custody staff can keep a maximum accumulated balance of 240 hours of compensatory time; all other employees are allowed to keep a maximum balance of 120 hours of compensatory time, (See Pay Regulation Ordinance).
2. Employees request for earned compensatory time off may not be denied by Supervisors except when the Commissioner has declared extreme business hardship.
3. Only the Commissioner of Corrections may declare facility operational conditions as constituting extreme business hardship. When supervisor/unit head believes a condition may rise to the level of extreme business hardship, that information is communicated immediately to the Appointing Authority/designee through the appropriate command. (See 1.1.17: Officer of the Day).
4. Supervisors will be held accountable for failure to respond in a timely manner to employee’s request for compensatory time off provided the employee has followed the provisions of this Procedure and Work Rule. The City’s Pay Regulation requires employees to submit request at least 48 hours in advance.

**VI. PROCEDURE**

**A. Accruing Compensatory Time**

When employee works overtime and wishes to receive compensatory time in lieu of pay, the employee will:

- a. Complete the appropriate sections of the Off-Time Adjustment Request Form,
- b. Sign a written statement indicating the wish to receive compensatory time in lieu of pay.

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- c. Attach the written statement with the completed and signed Off-Time Adjustment and forward it to the Shift supervisor/Unit head who reviews and forwards to Payroll Specialist.
- B. Requesting Compensatory Time Off**
- 1. To request for compensatory time off, the employee will:
    - a. Complete the appropriate sections of the Off-Time Adjustment Request Form.
    - b. The employee will submit the request to the Shift Supervisor/Unit head at least 48 hours (2 days) in advance of the day or days requested. Failure to submit request as stipulated may lead to denial of request.
  - 2. If extreme business hardship is declared by the Commissioner, the request will be denied. Consistent with Pay Ordinance the Appointing Authority/designee will authorize to pay the employee in that same pay period for all or a portion equivalent to the time requested of the employee's accrued earned compensatory time.
  - 3. If the employee chooses not to be paid and would rather request a different date to be off, the employee will sign written statement to indicate the wish to reschedule at another time and submit same to their Supervisor. The signed written statement will be placed in the employee's folder by the Supervisor/Unit Head until the employee's request to use earned compensatory time has been granted.